

Abbas Mzahem

Hay el selom- hossam building- Block A ~ Beirut
T: +96 (0) 1 76832410 ~ E: abbas_mzahem96@hotmail.com

PERSONAL INFORMATION

Nationality: Lebanese
D.O.B: 25.01.1997
Status: Single

OBJECTIVE

To help the business grow and achieve profits through utilising my skills and knowledge.

EDUCATION

Masters in Finance (2018-2019)

Beirut, Lebanon

BA in Finance (2014-2017)

Lebanese University - Faculty of Economics and Business
Beirut, Lebanon

Lebanese Baccalaureate - ES section (2013-2014)

Beirut, Lebanon

Lebanese Brevet – Level: Good (2010-2011)

Beirut, Lebanon

EMPLOYMENT

08.2018-09.2018 *Trainee*

BLOM Bank, Lebanon

- Teller position: taking a background information about all banking operations like cash deposits, cash withdrawals, various bill payments, etc...
- Customer service position: taking a background information about the process of opening new bank accounts, buying and selling shares, etc. In addition, taking a great knowledge and experience of the basics of how to communicate with customers, understand their issues, needs and serving them in the efficient way.

09.2018-12.2019: warehouse assistant

United sports of Lebanon Company, Lebanon

- Completing tasks and duties related to the business using JD Edwards's system, Jazaari system, and Excel.
- Making data entry, preparing customer order sheets and invoices.
- Assist drivers in the delivery of goods to various customers and company brands, and communicate with them to know if they have any complaints or inquiries to present it for the concerned authorities.

COMPUTER LITERACY

Microsoft Word, Excel, SPSS, and Outlook.

LANGUAGES

Arabic: Mother Tongue
English: Good

SKILLS

Good communication skills.
Active and well organized.
Good accounting knowledge including basic accounting concepts, balance sheet components, income statement, etc.
Good research skills including report writing, data collection, analysis of information from different sources, critical thinking and analysis, planning and scheduling, etc....

References available upon request.
